



ROYAL PARK TENNIS CLUB Inc

HEALTH & SAFETY POLICY

May 2018

Child Safety: This club promotes the safety, wellbeing and inclusion of all children

Purpose:

To provide a safe and healthy sporting club environment for players, spectators, volunteers, coaches and officials, this policy encourages everyone to take a role in accident/incident prevention.

Policy:

1. Royal Park Tennis Club is committed to keeping all people associated with the Club safe and to managing any accidents and or incidents in a manner which minimizes harm to individuals and the organisation.
2. We will manage health and safety by:
 - 2.1 Encouraging everyone involved with the Club to contribute to accident prevention by reporting potential risks or dangers on sighting.
 - 2.2 Only engaging accredited coaches and requiring "working with children checks" where compulsory for all volunteers who are likely to have unsupervised contact with minors.
 - 2.3 Aiming to have first aid equipment and adequately trained staff.
 - 2.4 In the case of an accident or injury occurring where no trained personnel are present, having club representatives act on the side of caution and seek medical assistance, or ambulance support.
 - 2.5 Documenting accidents, incidents and near misses occurring on an accident register including the actions undertaken by club personnel. This register will be kept by the Secretary and will be regularly reviewed by the committee to inform risk management strategies required.
 - 2.6 The Club promoting fair play in accordance with the rules of the sport and adhering to the Tennis Australia Code of Conduct.
 - 2.7 The Club being a smoke-free organisation and not permitting smoking in or around the clubhouse facilities, courts or fields.
 - 2.8 Regulating and promoting responsible consumption of alcohol at the Club by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar.
 - 2.9 Encouraging coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration and injury management practices.
 - 2.10 The Club making sure that where employees work, and any equipment they use, is safe.
 - 2.11 The Club making sure that dangerous substances are stored and used safely.
 - 2.12 Doing regular checks that working conditions and the environment are safe and healthy.

The Management Committee will regularly review this policy to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

The Committee will communicate policy contents to members through newsletters, web site, social media and registration forms encouraging everyone to take a role in accident prevention.

Approved by Management Committee May 2018

Signed (On behalf of the Royal Park Tennis Club):

President

Date

Responsibility for Health and Safety

1. Overall responsibility for health and safety belongs to the Royal Park Tennis Club Management Committee.
2. Daily responsibility for managing this policy is given to the Club Manager of the Royal Park Tennis Club.
3. The following people have responsibilities for health and safety:

NAME:	RESPONSIBILITY:
Club Staff present	Emergency Evacuation: In case of fire or other emergency, the premises will be evacuated. A fire risk assessment will be undertaken and emergency procedures will be implemented.
Management Committee Member	H & S Induction: All new staff will receive training and information about applying this policy.
Management Committee Member	H & S Risk assessment: Risk assessments will be recorded and whoever undertakes them will be trained.
Club Manager	First Aid: As a minimum, the Club will have a suitably stocked first-aid box and provide information for staff about the first-aid arrangements.
Club Manager	Accident recording - investigating and reporting: The Club will keep a record book of any accident and injury that occurs at the facilities, when, who, and treatment.

4. Employees are responsible for:
 - 4.1 Co-operating with people who are responsible for health and safety.
 - 4.2 Using safety equipment when it is necessary.
 - 4.3 Taking care of their own health and safety.
 - 4.4 Reporting health and safety concerns to the right person as written in this policy.
5. **Controlling the health and safety risks at work**
A Member of the Management Committee will conduct regular health and safety risk assessments.
6. The results of the risk assessment will be given to the Management Committee and will be included with this policy.
7. The Management Committee should agree any action needed to manage the risks that have been found.
8. The Management Committee will carry out the agreed action points.
9. The Management Committee will check that the actions taken have reduced the risks.
10. Assessments will be carried out every 12 months or when there is a change to the way we work.

Risk Assessment

A risk assessment is: "*a careful examination of what, in your work, could cause harm to people ... the aim is to make sure that no one gets hurt or becomes ill*".

Step One - Identify the hazards

First walk around the workplace identifying anything that could be potentially hazardous - **write everything down** - make a list. Include *everything* you can think of: not just things that are currently obviously dangerous, but anything with a *potential risk*. Where possible two people should undertake the risk assessment separately and then compare lists afterwards, in case either has missed anything.

Consider invisible hazards - Invisible hazards often include fumes - for example photocopiers and laser printers emit ozone when in use.

Finally consider whether things that might not normally be hazardous might be in relation to specific people - eg. disabled people.

Step Two - Identify who is at risk

Once you have identified and listed all the hazards, you need to:

- (i) identify what the specific risk is, and
- (ii) who is particularly at risk.

Some people will be more at risk from particular **hazards** than others - for eg. a cleaner might have specific risks related to the chemical cleaning agents being used. And there will be those particularly at risk in some **circumstances** for eg. because they may be working alone. **List those potentially at risk.**

Step Three - Evaluate the risks and decide on precautions

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (It may be necessary to seek advice from experts). The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. Eg. if an electrical wire is exposed, you could replace it, or cover it with insulating tape. **Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.**

Step Four - Record your Findings

Record the findings and ensure the written record is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in training.

Step Five

Review the assessment. Few workplaces remain the same. Review our assessment when there are major changes in the workplace, such as the introduction of new machinery or new ways of working - but we must carry out regular reviews anyway - annually.

Risk Assessment Form (To be completed) is attached.

Involving Employees

11. They will be involved in health and safety through training and meetings.
12. Any decision made at the Management Committee meetings concerning health and safety will always be recorded and made available to staff.

Making sure that the workplace and equipment are safe

13. The Management Committee will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.

14. The Caretaker will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
15. The Club Manager will be responsible for making sure that all the necessary maintenance is done.
16. Any problems with work equipment or the workplace should be reported to the Club Manager.
17. Before buying any equipment or changing where people work, the Club Manager, will check that health and safety standards are met.
18. Emergency procedure checklist to be posted around Clubhouse and pavilions.

Using and storing dangerous substances

19. The Caretaker will check if any substances being used at work need Control of Substances Hazardous to Health (COSHH) assessment.
20. The Caretaker will do the COSHH assessments and provide reports to Club Manager.
21. The Caretaker will make sure that any action points from the COSHH assessments are implemented.
22. The Club Manager will make sure all employees are told about the COSHH assessments.
23. The Caretaker will check how to use new substances safely before they are bought.
24. COSHH assessments will be reviewed every 12 months or when there is a change to the way we work.

Health and safety information and support

25. The current Insurance Liability certificate is displayed in the office by the Club's Secretary.
26. Health and safety advice is available from the Club President.
27. People using any equipment for the first time will be supervised.

Training and Induction

28. General health and safety induction training will be provided for all employees by the Management Committee.
29. Training and induction records are kept by the Club Manager.
30. Any training that is needed will be arranged by the Club Manager.

Accidents and work related health problems

31. The first aid box is kept in the Office.
32. The appointed person/first aider is the Club Manager.
33. All accidents and work-related health problems should be recorded on a Safety Incident and Hazard Report form and noted in the Accident Register by a member of staff or the Management Committee and reported to the Management Committee.

Checking work conditions are safe and healthy

34. To make sure that we are working safely and that this health and safety policy is being followed we will carry out inspections, investigate accidents and near misses, collect reports, meet with staff.
35. The Management Committee is responsible for investigating accidents at work.
36. The Management Committee is responsible for acting on the results of the investigation to stop the same problem happening again.

Fire and evacuation

37. The Management Committee is responsible for making sure that the fire risk assessment is done and any action points are carried out.
38. Escape routes are checked by the City of Melbourne every 12 months.
39. Fire extinguishers are maintained and checked by the City of Melbourne on a regular basis.
40. Alarms are tested by the Club Manager once a month.
41. The Evacuation procedure is:
If an evacuation is required:
 - Evacuate the building immediately by the nearest exit.
 - Ensure any visitor leave the building
 - Do not put yourself at risk
 - Assemble at the front gates to the property
 - Do not re-enter the building for any reason until the Fire Brigade confirms that it is safe to do so.If you discover a fire
 - Evacuate the building immediately as above
 - Phone 000 and report the fire.

Working Alone

42. When staff are working alone and they feel any threat they should:
 - If they are unable to leave the building safely, but can get to the alarm, then press it. Then lock themselves in the office.
 - They should immediately ring 000 and then the Club President.

Food Hygiene

43. Anyone working in the canteen and or bar and providing food/drink/alcohol must at all times comply with the food hygiene standards displayed in the kitchen.
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